Ministry of Christ Church College
540 North State Road 434, Suite 38
Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

CN102: Professional Networking & Communications
Certificate Course

Let us help you build your Resume Portfolio - because your work deserves to be seen… while you focus on building your skills for service, leadership, and career growth.

Course Description

Explore the foundations of professional networking, including how to communicate clearly, build meaningful connections, and navigate both in-person and digital environments with confidence. Learn how to introduce yourself effectively, strengthen your communication skills, use modern tools like email and LinkedIn, and develop supportive professional relationships. This course provides practical steps for building confidence, improving communication, and expanding your network at home, work, ministry, or nonprofit organizations.

What You Will Learn

By the end of this course, students will be able to:

- Create a clear, confident professional introduction
- Use active listening and communication skills effectively
- Build and maintain a simple professional network
- Use digital tools (email, LinkedIn, directories) with confidence
- Practice real-world networking conversations
- Strengthen professional presence and communication habits
- Set achievable networking goals and follow-up plans

Course Materials

This course uses the textbook:
Networking For Dummies

All assignments, practicum activities, and the final exam are based on the themes and skills taught in the book.

Included in Your Course Package

• CN102 Syllabus Checklist
• CN102 Practicum Resume Portfolio Guide
• CN102 Final Exam (with stamped return envelope)
• Textbook and Resume Portfolio Notebook mailed directly from Amazon
• Certificate (suitable for framing) mailed upon receiving a passing score of 70% or better

Practicum Summary (for Resume Portfolio)

Practicums are for you to keep and add to your Resume Portfolio. A Resume Portfolio is a simple, personal collection of real work that shows your skills, your experience, and the quality of what you can do. It gives employers a clear picture of your strengths in a professional, easy-to-understand way.

Students will complete hands-on activities in:

- Writing a professional introduction
- Identifying and mapping a personal network
- Practicing communication and conversation skills
- Creating a digital networking checklist
- Completing a follow-up message
- Building confidence through small networking steps

Final Exam

The CN102 exam includes:

• Multiple-choice questions
• Short-answer questions
• Scenario-based application

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Course Requirements

- Working knowledge of English
- Ability to complete written assignments
- Live within the United States
- Access to email for submitting coursework

Tuition

149.00 USD – Individual Course
Payment is made through Shopify.

After purchase, you will be able to immediately download the *Student Welcome & Instructions* PDF and follow the steps. Your course materials will be mailed once you complete the instructions in the PDF.

How to Enroll

Step 1: Download the Application
Visit the church college website to download the official application form.
Your application must be completed and received before your textbook and course materials will be delivered.

Step 2: Review the Full Catalog
The complete College Catalog is available on the college website.

Step 3: Submit Your Application

Mail your completed application to the college office. If you email your application, include **"Application"** in the subject line.

Your application must be received and processed before your textbook and course packets are mailed. (If you have not downloaded the application yet, it is available on the college website.)

Step 4: Purchase Your Course
Click here to purchase CN102 through Shopify, our secure online store.
Once purchased and your application is processed, your textbook and course packets will be mailed to you.

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Policies

For all official policies including tuition, refund, and admissions requirements please refer to the College Catalog.